

LYME-OLD LYME HIGH SCHOOL

Regional School District #18

A Private School Experience



in a Public School Setting

SCHOOL COUNSELING DEPARTMENT

March 2022

Dear Students and Parent(s)/Guardian(s) of the Class of 2023, 2024, 2025;

We have begun the scheduling process for the 2022-2023 school year. This process includes receiving course level recommendations from current LOLHS teachers and choosing courses that reflect areas of interest as well as courses that will help with one's future endeavors. Once again, we will be using the *PowerSchool On-line Scheduling Portal*. This method makes the scheduling process more efficient.

The following dates reflect the timeline for the 2022-2023 Scheduling Process:

March 7th - March 28th: Teachers will initiate a discussion with each student to share their recommendations for the appropriate course and level to pursue next year. These recommendations will be recorded in PowerSchool so students can request them during the on-line registration process.

March 14th – March 28th: The *PowerSchool On-line Registration Portal* will open for all students on Monday, March 14, 2022 and close on Monday, March 28th. It is our hope that parent(s)/guardian(s) will assist students with the on-line registration process. Step-by-step instructions to complete the on-line process are available on the LOLHS website: <https://lolhs.region18.org/counselingguidance>. This information is also posted on Canvas that all students and parents can access. **Please remember, it is crucial to hit SUBMIT once the appropriate classes have been selected on the PowerSchool On-line Registration Portal.** .

If parent(s)/Guardian(s) disagree with the level recommended for a particular subject, you may consider the Course Override Process and begin by communicating (in-person/phone/email) with the current LOLHS academic teacher as to the advisability of a course or level change. If, after the discussion, you ultimately decide to pursue a Course Override, you will need to complete a *blue Course Recommendation Override Form*: this form is included in the Program of Studies materials the students received in school and available in the School Counseling Office. **The deadline to complete this process and submit the paperwork to the LOLHS School Counseling Department is Wednesday, March 30, 2022.** Upon receipt of the Course Recommendation Override form, the course selection will be adjusted to reflect the new course or level.

During the week of April 11th: You will receive a list of the *requested* courses for the 2022-2023 school year. Please review the course list to ensure it is complete and accurately represents the requested courses. **If the list is incorrect, please indicate the necessary corrections on the course list and return to the School Counseling Office by Monday, April 25, 2022.**

COUNSELORS *Tracy A. Lenz, M.Ed., Director of School Counseling*
Colleen Rodriguez, M.Ed., Joanna Williams, M.A.

DEPARTMENT SECRETARY *Glynis Houde; CEEB CODE: 070600*

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As you begin the course selection process, please keep in mind . . .

- All LOLHS students must take a minimum of 6.5 credits including PE.
- 8 is the maximum number of credits you may select as the classes must fit into our 8 period schedule.
- Any time within the 8 periods which is not scheduled will be a study hall.
- Students must **utilize the Alternative Section of the On-Line Scheduling page** to provide backup choices in case there is a conflict with the schedule and they cannot get another requested course. We ask students to select two – three alternative elective courses. Things change quickly during the scheduling process so a student is more likely to get a desirable schedule if they provide Alternative selections.
- Students' course requests drive the development of the overall Master Schedule; students must make solid choices and be committed to their course requests for the 2022-23 school year.
- Upon receipt of their 22-23 schedule, students will not be able to change their classes to facilitate a late arrival/early dismissal. Students are making a commitment to their course requests regardless of where the course falls within the daily schedule.

If you have questions about the PowerSchool On-line Registration Process, please feel free to contact Tracy Lenz at Lyme-Old Lyme High School at 860.434.2255 or lenzt@region18.org. As always, please feel free to contact a School Counselor if you have any questions about the courses to choose for the 2022-23 school year.

Sincerely,

Lyme-Old Lyme High School
School Counseling Department